

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy

N JO 7210.941

**Effective Date:**  
February 13, 2023

**Cancellation Date:**  
April 20, 2023

**SUBJ:** Letters Of Agreement For Runway Safety Areas

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- 1. Purpose of This Notice.** Establish additional requirements for letters of agreements (LOAs) for runway safety areas (RSA).
- 2. Audience.** This notice applies to all Air Traffic Organization (ATO) service units.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee website at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications website at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
- 4. Explanation of Policy Change.** This change adds additional requirements for LOAs for RSAs between the airport operator, the airport traffic control tower (ATCT), and FAA Technical Operations supporting the airport. It adds a requirement to develop the LOAs referencing Advisory Circular (AC) 150/5210-20, Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports. In addition, this change adds specifications that an RSA LOA must be a stand-alone document that must be established even when airport operations will not allow activity in the RSA during aircraft operations.
- 5. Action.** Amend FAA Order JO 7210.3CC by changing the following paragraphs to read as follows:

#### 4-3-1. LETTERS OF AGREEMENT

Title through subparagraph k.3, No Change

- 1.** Document specific activities permitted by the airport operator in the runway safety area (RSA), particularly during aircraft operations, which includes when aircraft are arriving, departing, or taxiing along the runway. Signatories must include the airport operator, the ATCT, and the FAA Technical Operations office supporting the airport.
  - 1.** An RSA LOA must be developed in collaboration with all parties to the agreement, referencing Advisory Circular (AC) 150/5210-20, Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports, and including site-specific procedures for all RSA activities.
  - 2.** An RSA LOA must be established even when the airport operator will not permit activity in the RSA during aircraft operations.
  - 3.** An RSA LOA must be a stand-alone agreement (not combined with any other LOA).

**NOTE –**

*The LOA may include additional parties such as airport tenants; fixed-base operators; or local, state, and federal agencies.*

**REFERENCE –**


*Advisory Circular AC 150/5210-20, Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports.*

No further changes to this paragraph.

**6. Distribution.** This notice is distributed to the following ATO service units: Air Traffic Services, Technical Operations, Mission Support Services, System Operations, and Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

**7. Background.** The ATO Runway Safety Group (AJI-14) has identified numerous safety events where vehicles, equipment, and personnel have operated in the RSA during aircraft operations. The RSA enhances the safety of aircraft that undershoot, overrun, or veer off the runway. For this to occur, the ATCT and FAA Technical Operations serving the airport must be included in an LOA with the airport operator that defines the specific activities allowed in the RSA. Currently, requirements for this contained in FAA Order JO 7210.3, Facility Operation and Administration, paragraph 4-3-1 Letters of Agreement, subparagraph 1, are insufficiently detailed.

**8. Related Publication.** Advisory Circular AC 150/5210-20, Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports; AC 150/5300-13, Airport Design.

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